

Minutes of Pre Bid Meeting For
Tender for Supply, Implementation & Maintenance of Human Resource (HR) Software

Ref: Tender Notice File Ref: NHSRC/HR/15-16/HR Software/Vol-1, dated: 02 March 2016

The Pre-Bid Meeting for tender for Supply, Implementation & Maintenance of Human Resource (HR) Software was held on 09 March 2016 at 1500 hrs at NHSRC Theater.

The following representatives from the vendors attended the meeting:-

1. Sanjeev Chauhan, Intrahealth International
2. Subash Singh, IPE Global Ltd
3. Deepak Relchi, Motherson Somi Infotech
4. Vivekanand, HCM Info Systems
5. Subir Kola, HISP-India Info Systems
6. Sagar Bele, HISP-India Info Systems
7. Ritesh Anand, Akal Information Systems Ltd
8. KD Singh, Akal Information Systems Ltd

NHSRC was represented by the following members:-

1. Vinit Goklani, HR Manager
2. Abha Tewary, Consultant (Admin/CP)
3. Virendra Prasad, Consultant (Admin)
4. Subrata Kumar, Consultant (HR)
5. Sujata Rana, Consultant (Accounts)

The representatives from the vendors sought clarifications on the following points:-

1. **Supply, Implementation & Maintenance of Human Resource (HR) Software:** Clarification was sought on the subject of the Tender document 'Supply, Implementation & Maintenance of Human Resource (HR) Software' as to what is meant by the term supply and whether it involved any trading. It was clarified that it does not involve any trading. It implies supply of software, customization as per NHSRC's requirements, installation of software on NHSRC server, training to designated members, data feeding and support after Go-live phase.

2. **Relaxation to consider Societies Registered under Societies Act:** Mr Subir from HISP-India Info Systems submitted that their organization is a registered society and not a company under Company's Act and requested that the criteria be relaxed to involve registered societies under Societies Act. It was clarified that NHSRC would not deviate from the criteria published in the tender document.

3. **Queries from Akal Information Systems Ltd:** Mr KD Singh from Akal Information Systems Ltd requested clarification on the following points:-

(i) Whether the software has to be Cert-In Empanelled & GIGW Certified as government guidelines mandate the same. NHSRC's response was that we may have the check the same within the organization and the same would be confirmed later.

(ii) He submitted that NHSRC has given condition that the agency should submit details of successfully providing similar services to at least 7 reputed clients in Govt/PSU/reputed private companies (during last two years), however since many agencies would not have these many clients so the condition should be relaxed to 2-3 clients. It was clarified that the agencies should submit the condition would not relaxed at tender stage however if it is found at Technical Evaluation stage that almost all agencies have fewer clients, it would be considered while evaluating the submitted proposals.

(iii) He said that the EMD is generally 5-7% of the estimated tender cost and asked if NHSRC would give any indication of budget. To this it was clarified that NHSRC would give no indication on budget and to ensure competitive bidding process.

(iv) He sought clarification whether the indicative cost of server and additional Hardware/Software required for installing the HR Software would be considered in evaluating the financial bids. It was clarified that indicative cost of server requested in Annexure VI of tender document has been requested would serve as an input to NHSRC while procuring the Server for Software installation. It is a part of Technical Bid and not Financial Bid.

4. **Queries from Motherson Somi Infotech:** Mr Deepak from Motherson Somi Infotech requested clarification on the following points:-

(i) He said that the tender document mentions that the entire process of Implementation to Go-live phase is to be completed within 30 days, which is a very tight timeline and requested whether the same can be extended to 45-60 days, as customization process and subsequent data feeding would take time. It was clarified that NHSRC has to take a time bound recruitment process and would not be in a position to extend the timeline any further. The same point was extension of timeline was raised by some other vendors also. The point was accepted for discussion with PAO.

(ii) He proposed that in the format for Financial Bid, in place of Maximum Customization Cost, NHSRC may consider 'Per Man-day' or 'Per Month' as it is a usual practice in contractual agreements of organizations.

(iii) He also suggested that NHSRC may add the cost of AMC for next year in Financial bid as it would facilitate the arrangements in case the software is licensed.

5. **Queries from IPE Global Ltd:** Mr Subash from IPE Global Ltd requested clarification on the following points:-

(i) Clarification on the term 'Database Management'. It was clarified that 'Database Management' meant software support, entire HR data to be fed into the software and also linking of Biometric System with the software. The query was raised whether it would require linking of any other systems like Accounting, to the HR Software. It was clarified that no other system would to be linked to the HR Software.

(ii) He asked that in the Technical Bid, the details of Bank Statement has been asked and whether it would be relevant as Bank statement for last two years would be very bulky. It was clarified that this would be discussed with PAO and the decision would be conveyed.

6. **Queries from HCM Info Systems:** Mr Vivekanand from HCM Info Systems Ltd requested clarification on the following points:-

(i) He said that the Tender document mentions that the software should have feature of Generating & sending Written Test / Interview call letters to candidates through email. HE sought clarification that whether written test papers would also be sent through website. It was clarified that it refers to seeding intimation for written test and Interview.

(ii) He said that the Tender document mentions that the software should have feature to provide atleast two Admin logins/rights and 50 users access. He sought clarification on the number of user login as each user login will add to license cost. It was clarified that the number of user login would be required for approximately 200 employees.

(iii) He also sought clarification if the software required by NHSRC has to be open source and Dotnet. It was clarified that NHSRC's requirement regarding features in software has been clearly mentioned in the tender document and the software should be cost effective, efficient and secure. There is no restriction on open source open source or Dotnet.

(iv) He also asked whether the login would be web-based or not. It was clarified that since NHSRC has regional office in Guwahati and NHSRC consultants based in MoHFW would also access the software, it will be web based login for users.